



GEARS

General Enterprise And Resource Support

SPRING 2021 TRAINING REGISTRATION FORM

To attend training, a person should be an active "user" of the GEARS system and already have a User ID.

NAME _____ PHONE # _____

EMAIL _____ OFFICE LOCATION _____

☐ Please check – I have received approval from my supervisor to attend the specified workshop(s).

Please select training dates from the below:

DATE	CLASS	AUDIENCE	SELECTION	TIME
Monday, April 19				
	OTC (1) End of Day / Deposit Processing	All	<input type="checkbox"/>	9am to 11am
	OTC (2) FAR and Post-FAR Adjustments	All	<input type="checkbox"/>	1:30pm to 3:30pm
	PTP How to Enter ePro Requisitions	Others/Non-DC	<input type="checkbox"/>	9am to 11am
	PTP How to Enter an Express PO	Others/Non-DC	<input type="checkbox"/>	1:30pm to 3:30pm
Tuesday, April 20				
	OTC (3) AP Revenue Refunds	All	<input type="checkbox"/>	9am to 11am
	PTP How to enter a Receipt	Others/Non-DC	<input type="checkbox"/>	9am to 11am
	PTP How to enter Vouchers	Others/Non-DC	<input type="checkbox"/>	1:30pm to 3:30pm
	GL How to do GL Inquiry and Reporting	Others/Non-DC	<input type="checkbox"/>	1:30pm to 3:30pm
Wednesday, April 21				
	OTC (4) Bad Check Processing	Others/Non-DC	<input type="checkbox"/>	9am to 11am
	OTC (4) Bad Check Processing	District Court	<input type="checkbox"/>	1:30pm to 3:30pm
	GL How to enter a GL Journal Entry	Others/Non-DC	<input type="checkbox"/>	9am to 11am
	PTP Requisitions, POs and Vouchers	District Court	<input type="checkbox"/>	1:30pm to 3:30pm
Thursday, April 22				
	OTC (5) How to do EOM / Local Processing	Others/Non-DC	<input type="checkbox"/>	9am to 11:30am
	OTC (5) How to do EOM / Local Processing	District Court	<input type="checkbox"/>	1:00pm to 3:30pm
	KK How to do Budget Inquiry and Reporting	Others/Non-DC	<input type="checkbox"/>	9am to 11am
	PTP How to do AP Inquiry and Reporting	Others/Non-DC	<input type="checkbox"/>	1:30pm to 3:30pm
Friday, April 23				
	Travel Policy Review & Form Completion	All	<input type="checkbox"/>	9am to 12pm
Monday, April 26				
	OTC (6) Clearing Account Reconciliation	Others/Non-DC	<input type="checkbox"/>	9am to 11am
	OTC (6) Clearing Account Reconciliation	District Court	<input type="checkbox"/>	1:30pm to 3:30pm
	PTP How to manage a P-card	All	<input type="checkbox"/>	9am to 11am
	PTP How to do Purchasing Inquiry and Reporting	Others/Non-DC	<input type="checkbox"/>	1:30pm to 3:30pm

PLEASE COMPLETE THIS FORM IN ITS ENTIRETY AND FAX TO GEARS AT 410-260-1290 OR

EMAIL: DIANNA.COOLAHAN@MDCOURTS.GOV.

*****All training will be held using Microsoft Teams. Closer to the day of training, all participants will receive a calendar invite with the required other information. Please be sure to mark your calendars upon registering.*****